FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00150638-A **Type of Permit:** FILMING **Release Date:** 04/19/2019

Production Company NEW YORK FILM ACADEMY LTD - STUDENTS

Insured Company Name NEW YORK FILM ACADEMY LTD - STUDENTS

Contact Phone No. 1 818-333-3558
Contact Phone No. 2 212-674-4300
Fax
Address 3300 W. RIVERSIDE DR
BURBANK, California 91505

Production Title TO CAGE A FLIGHTLESS BIRD

Type of Production Student

Producer Ruijia Wang

Director Chik Kwan Leung

1st AD Ruijia Wang

Production Manager Ruijia Wang

FilmL.A. Coordinator Ramona Jones

Location Manager Ruijia Wang
Primary Phone Mobile - 646-923-3957
Secondary Phone

Location Assistant Ruijia Wang
Primary Phone Mobile - 646-923-3957
Secondary Phone

Fees

LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$228.00

Total Permit Fee $228.00

Number of Locations 1

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Summary Information — Location

Permit Number	F00150638-A	**Location Manager**	Ruijia Wang
Production Company	NEW YORK FILM ACADEMY LTD - ST...	Primary Phone	Mobile - 646-923-3957
Insured Company	NEW YORK FILM ACADEMY LTD - ST...	Secondary Phone	
Production Title	TO CAGE A FLIGHTLESS BIRD		

Location Address 3320 Pepper Ave, Los Angeles, CA, 90065

Location Type Club House

Location Description CYPRESS PARK CLUBHOUSE

Film Dates 4/15/2019 - 4/15/2019 11:00 - 22:00 1 day

Open or Closed to the Public Closed

Generic Conditions
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

Please see attached documents
chik_kwan_leung_TO_CAGE_A_FLIGHTLESS_BIRD.pdf
CYPRESS PARK CLUBHOUSE GUIDELINES 64979.pdf
Re_ F-150638_64979 FEES AND GUIDELINES.pdf

Equipment on Location

Type	Quantity
Vans	1

Personnel on Location

Type	Quantity
Cast	12
Crew	25

Filming Activities Equipment on property; Interior and exterior dialogue; Interior and exterior establishing shots. ; Park reservation#64979; All filming activity to take place on private property. ;

Jurisdiction **Political:** Los Angeles City - Council District 01 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Summary Information — Location

Permit Number	F00150638-A	**Location Manager**	Ruijia Wang
Production Company	NEW YORK FILM ACADEMY LTD - ST...	Primary Phone	Mobile - 646-923-3957
Insured Company	NEW YORK FILM ACADEMY LTD - ST...	Secondary Phone	
Production Title	TO CAGE A FLIGHTLESS BIRD		

Thomas Guide **Page:** 594 **Grid:** J5

Coordinator Note FilmL.A. Monitor required from 11am-10pm.

Coordinator Note Rider A- adds Cypress Park - Clubhouse Expert fee from 4:30pm-10pm.

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

NOT A PERMIT

Permit #F00150638-A

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

April 4, 2019

chik.leung@nyfa.edu

To Whom It May Concern:

Please allow this letter to serve as verification that Chik Kwan Leung is a student in good standing at the New York Film Academy BFA Filmmaking Program. They will be shooting a student film on the dates of April 15-17, 2019. This student project "To Cage A Flightless Bird" will not be used for commercial purposes, but to fulfill program requirements.

If you have any further questions, do not hesitate to contact me at the number listed below.

Best Regards,

Luis Valencia

New York Film Academy
Production Services Advisor
818.330.6133
luis.valencia@nyfa.edu

NO PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

CYPRESS PARK – CLUBHOUSE

- **Ok to FILM at Cypress Park Clubhouse on 4/15/19 from 11:00AM-10:00PM.**
- **Permissible to start staging in the computer room at 11:00 AM.**
- **Not allowed to start setting up in the Big Class Room before 11:00 AM because of scheduled classes.**
- **Production Company must protect the hardwood floor at all times.**
- **Permissible to film in the exterior portion of the Clubhouse.**
- **Permissible to have cameras, light, cables, and 2 generators.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- **Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office. Any special effects that may cause damage to the interior/exterior of cave integrity are not permitted.**
- **Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.**
- **Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.**
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- **Film permits do not provide exclusive use of a park or recreation area.**
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.

NOT A PERMIT

- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking: No Smoking unless in designated area
- No smoking on trails.
- Fire extinguisher required for generators on site.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-150638

NEW YORK FILM ACADEMY LTD – STUDENTS TO CAGE A FLIGHTLESS BIRD

(CYPRESS PARK CLUBHOUSE)

NOT A PERMIT

From: Raul Mayen
To: Ramona Jones
Cc: Cecilia Hernandez; Christina Woods; Darin Nakamura; Jacob Hill; Nicole Robottom
Subject: Re: F-150638/64979 FEES AND GUIDELINES
Date: Friday, April 12, 2019 5:46:17 PM
Attachments: image004.png

Hi Ramona,

I just found out that the Clubhouse will assigned a staff member. We will need to collect the following fees:

CYPRESS PARK – CLUBHOUSE

EXPERT FEE

FILM DATE: 04/15/2019

TIME: 4:30 PM – 10:00 PM

$38 X 6 HOURS=$228.00

--

Raul Mayen
Park Film Coordinator
City of L.A Dept. of Rec. & Parks
Phone (323)644-6220
Fax: (213) 847-6056
Email: raul.mayen@lacity.org
Please contact me Monday - Friday 2:00 PM - 6:00 PM

On Fri, Apr 12, 2019 at 2:39 PM Raul Mayen <raul.mayen@lacity.org> wrote:

> APPROVAL SHEET
>
> DATE: 04/11/2019
>
> FILM LA: RAMONA JONES
>
> PFO: RAUL MAYEN

NOT A PERMIT

PERMIT: F-150638

REF: 64979

~~~~~~

CYPRESS PARK – CLUBHOUSE

FILM DATE: 04/15/2019

TIME: 11:00 AM – 10:00 PM [1 SHIFT - 2 MONITORS]

$38 X 11 HOURS=$418.00

REPORTING FEE: $38 X 2 HOURS=$76.00

STUDENT FILM FEE: $0.00

--

Raul Mayen
Park Film Coordinator
City of L.A Dept. of Rec. & Parks
Phone (323)644-6220
Fax: (213) 847-6056
Email: raul.mayen@lacity.org
Please contact me Monday - Friday 2:00 PM - 6:00 PM

On Fri, Apr 12, 2019 at 12:17 PM Ramona Jones <RJones@filmla.com> wrote:

> Hi Raul,
>
> The student has cut back on their end times as to avoid having to do a Community Survey. So their new End time is 10pm instead of 11pm.
>
> Can you make that adjustment on your end?

NOT A PERMIT
~~~~~~

Thanks,

Ramona Jones

Associate Production Coordinator

FilmLA

6255 W. Sunset Blvd, 12th Floor

Hollywood, Ca 90028

Direct: (213) 977-8606

Fax: (213) 977-8610

http://www.ffilmla.com

http://www.locoscout.com

Looking for a prize location for your film project? Locoscout can help.

From: Raul Mayen <raul.mayen@lacity.org>
Sent: Thursday, April 11, 2019 5:57 PM
To: Ramona Jones <RJones@filmla.com>
Cc: Cecilia Hernandez <cecilia.hernandez@lacity.org>; Christina Woods <christina.woods@lacity.org>; Darin Nakamura <Darin.Nakamura@lacity.org>; Jacob Hill <jacob.hill@lacity.org>; Nicole Robottom <nicole.robottom@lacity.org>

NOT A PERMIT

Subject: F-150638/64979 FEES AND GUIDELINES

APPROVAL SHEET

DATE: 04/11/2019

FILM LA: RAMONA JONES

PFO: RAUL MAYEN

PERMIT: F-150638

REF: 64979

~~~~~~

CYPRESS PARK – CLUBHOUSE

FILM DATE: 04/15/2019

TIME: 11:00 AM – 11:00 PM [1 SHIFT - 2 MONITORS]

$38 X 12 HOURS=$456.00

REPORTING FEE: $38 X 2 HOURS=$76.00

STUDENT FILM FEE: $0.00

--

NOT A PERMIT
~~~~~~

Raul Mayen

Park Film Coordinator
City of L.A Dept. of Rec. & Parks
Phone (323)644-6220

Fax: (213) 847-6056
Email: raul.mayen@lacity.org

Please contact me

Monday - Friday 2:00 PM - 6:00 PM

NOT A PERMIT